



FastTrac NewVenture Program Guidelines/Expectations

- **Pre-requisites for acceptance:** mandatory attendance of **one** of the SBTDC Fundamentals series and Pre-Business Research is required for acceptance into this class.
- **Non-profit entities and L3Cs** are not eligible for FastTrac programs.
- **Computer literacy:** Access to the Internet / Proficiency in Microsoft Office Suite (including Word, Excel & PowerPoint).
- Attendance is mandatory to graduate. You must attend a minimum of **8** sessions including the graduation to graduate.
- Sign in weekly as proof of attendance. Failure to sign in will result in you being considered absent.
- Weekly reminders are emailed to you. Please respond if you are unable to attend the next session. Arrangements can be made for **one** make up session with a counselor but must be scheduled within the week.
- No new enrollees will be accepted after the second week of the program.
- Your Facilitator will be reviewing your assignments weekly.
- A consultant will be available to assist you with your market research needs.
- At the beginning of the program you will be assigned a business counselor.
- After graduation, in order to continue to work with your business counselor you must have completed your business plan.
- Be on time. We will start the sessions promptly. Those arriving late/leaving early pay a \$2/person fine.
- Seating arrangements will change weekly to maximize networking.
- The online toolkit is a key resource. Make sure you have access to the system and begin using it immediately.
- The action items in each module are used to build your business plan. Make sure you keep up with the assignments.
- The FastTrac program is sponsored by MSU Broadband. The program cost is \$700. MSU will contribute \$560. You are responsible for \$140 which is payable up front, mandatory and non-refundable.
- Lost manuals can be replaced for a \$100 fee.
- Graduation will take place on week 10. Participants run the graduation. Each participant will be expected to deliver a 3 to 5 minute PowerPoint presentation about their business. You will be allowed to bring one guest to the graduation.

Name:

Signature:

Date: